

MILPERSMAN 1070-100

ENLISTED FIELD SERVICE RECORD

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1. **Policy.** The NAVPERS 1070/600 (Rev. 05-00), U.S. Navy Enlisted (Field) Service Record (FSR) is maintained for each current enlisted member of the Navy or Naval Reserve. The FSR is available to assist the commanding officer in making daily personnel decisions.

2. **General Filing Information**

a. The documents listed in the "Filing Order" below are authorized to be filed in the FSR. Not all of the documents listed apply to all members.

b. Additional documents deemed necessary by the command may also be filed on the left side of the FSR above the separator, latest date on top.

Rule: Birth certificates, marriage licenses, divorce decrees, wills, or other documents of a personal nature are not filed in the FSR.

3. **Record Entries.** Entries are made only by those expressly authorized by the commanding officer and on the date of the event.

4. **Enlisted FSR for Member With Temporary Appointment as an Officer.** When an enlisted member is serving under a temporary appointment in warrant or commissioned grade, i.e., "dual status," they have both an enlisted and an officer record. Both records will be maintained and updated as required. Advancements, change in ratings, change of duty stations, etc., will be reported in the enlisted FSR on the NAVPERS 1070/604 (Rev. 03-05), Enlisted Qualifications History; NAVPERS 1070/605 (10-89), History of Assignments; or NAVPERS 1070/613 (Rev 10-81), Administrative Remarks, as appropriate.

5. **Filing Order**. Documents are filed on the side and in the sequence with item "1" on top as follows:

RIGHT SIDE		
1	NAVPERS 1070/613	Administrative Remarks
2	NAVPERS 1070/609	Enlisted Performance Record (current for periods through December 1995), if present in FSR
3	NAVPERS 1070/607	Court Memorandum
4	NAVPERS 1070/606	Record of Unauthorized Absence
5	NAVPERS 1070/605	History of Assignments
6	NAVPERS 1070/604	Enlisted Qualifications History
7	NAVPERS 1070/602	Dependency Application/Record of Emergency Data and/or DD 93, Record of Emergency Data
8	SGLV 8286	Servicemen's Group Life Insurance Election and Certification
9	DD 2746	Ready Reserve Mobilization Income Insurance Certificate
10	NAVCOMPT 3072	Dependency Status Action
11	OPNAV 1740/1	Navy Dependent Care Certificate
12	NAVPERS 1070/622	Agreement to Recall or Extend Active Duty
13	NAVPERS 1070/621	Agreement to Extend Enlistment
14	NAVPERS 1070/601	Immediate Reenlistment Contract
15	DD 4	Enlistment/Reenlistment Document - Armed Forces of the United States, with Annex(es), when applicable

LEFT SIDE		
1	OPNAV 5510/415	Record Identifier for Personal Reliability Program (supersedes NAVPERS 5510/1)
2	NAVPERS 5510/1	Record Identifier for Personal Reliability Program (canceled/replaced by OPNAV 5510/415) (if present in FSR)
3	OPNAV 5211/9	Record of Disclosure, Privacy Act of 1974
4	OPNAV 5510/414	Personnel Reliability Program Screening and Evaluation Record (supersedes NAVPERS 5510/3)
5	NAVPERS 5510/3	Personnel Reliability Program Screening and Evaluation Record (canceled/replaced by OPNAV 5510/414) (if present in FSR)
6	OPNAV 5520/20	Certificate of Personnel Security Investigation, Clearance and Access
7		Current permanent change of station orders and endorsements
8	OPNAV 5350/1	Drug and Alcohol Abuse Statement of Understanding
9	DD 2366	Montgomery GI Bill (MGIB) Act of 1984
10	OPNAV 1780/1	Statement of Understanding - Selected Reserve Educational Assistance Program
11	DD 2384-1	Notification of Basic Eligibility
12	SF 86	Questionnaire for National Security Positions
13	DD 398-2	Personnel Security Questionnaire (National Agency Checklist) (Canceled 2-96)
14	DD 1879	Request for Personal Security Investigation (PSI) (if PSI is pending)
15	DD 398	Personnel Security Questionnaire (BI/SBI) (Canceled)
16	NAVPERS 1070/877	Statement of Service
17	DD 1966	Record of Military Processing - Armed Forces of the United States (canceled 9-96)
18	NAVCRUIT 1133/7	USN Alcohol and Drug Abuse Screening Certificate, (canceled 4-91) Annex "A" to DD 1966 (if present in FSR)
19	NAVCRUIT 1133/53	Enlistment Statement of Understanding

SEPARATOR		
20	NAVPERS 1070/617	Career Performance Data Separator. Group like documents together as listed below. Maintain each category in chronological order with the most recent on top.
a.		All personal and unit awards, citations, letters of commendation and appreciation.
b.	NAVPERS 1610/2	Fitness Report and Counseling Record (E-7 - 0-6) (supersedes NAVPERS 1616/24)
c.	NAVPERS 1616/26	Evaluation Report and Counseling Record (E-1 - E-6) (supersedes NAVPERS 1616/24)
d.	NAVPERS 1616/24	Enlisted Performance Evaluation Report (if present in FSR)
e.	NAVPERS 1070/615	Record of Discharge from the U.S. Naval Reserve (Inactive)
f.	DD 214	Certificate of Release or Discharge from Active Duty
g.	NAVPERS 1070/609	Enlisted Performance Record (certified copy) (current for periods through December 1995)
h.	NAVPERS 1070/605	History of Assignments (copy)
i.		Individual Accomplishments Report

6. **Adverse Material**

a. Adverse material shall not be filed in the FSR without first affording the member an opportunity to review the material and submit a statement concerning it.

(1) If the member chooses not to make a statement, the declination shall be made in writing and signed and dated by the member.

(2) If no statement or declination has been submitted after 15 working days after having been advised of such, the adverse material will be filed directly into the FSR with a notation to that effect.

b. The following types of adverse material may be filed without a written statement or declination from the member:

Imposition of nonjudicial punishment,
Conviction by court-martial,
Civil conviction,
Allegations of unauthorized absence, or
Any other matters to which the member concerned has previously had an opportunity to respond by submitting a statement in rebuttal.

7. **Record Maintenance Responsibility.** The FSR is maintained by the administration office that supports the member's duty station per MILPERSMAN 1000-010. The commanding officer and the individual member are jointly responsible for ensuring that the FSR is complete and contains information pertinent to the member's career.

8. **Record Review/Access.** The review or release of these records is limited to personnel who require access to the records in the performance of their official duties.